

~~CONFIDENTIAL~~OL Files
B+C.2

29 JAN 1987

MEMORANDUM FOR: Director, Public Affairs Office, DCI

FROM: John M. Ray
Director of Logistics

25X1 SUBJECT: Leased Commercial Parking Spaces []

REFERENCE: A. Memo for DDA fm D/PAO, dtd 3 Dec 86,
Subj: Request for Additional Secretarial
Parking Spaces in Rosslyn
B. Memo for DDA fm SSA/DDA, dtd 8 Sep 86, Subj:
Acquisition of Commercial Parking in Rosslyn
DDA 86-1547

1. Based on your certification set forth in Reference A, the Deputy Director for Administration (DDA) has approved the leasing of two commercial parking spaces in the Rosslyn area for your office. This approval was based on the premise that a lack of adequate parking facilities is having an adverse effect on recruitment and retention of personnel for key Public Affairs Office assignments. Utilizing the services of Ogden Allied, we have been able to obtain the spaces you requested. The spaces, leased on a month-to-month basis, are managed by [] and are located at []

25X1 2. Prior to making arrangements [] several other
25X1 facilities in the Rosslyn area were contacted with prices ranging from \$45 to \$95 per month and at varying distances from your location. The spaces leased on your behalf cost \$65 per month. The total FY-87 cost for your spaces, including Allied's four percent general and administrative expense and using the current lease rate, is \$1213.20. If lease rates increase, you will be notified as additional funds will be required.

25X1 3. Neither OL nor Ogden Allied will be involved in the day-to-day administration of these spaces. Therefore, it is requested that a focal point within your office be appointed to

UNCLASSIFIED When Separated
from Attachments

OL 13023-87

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SUBJECT: Leased Commercial Parking Spaces

attend to the administration and details of issuing, controlling permits, etc. We will continue the leases on a monthly basis on your behalf unless notified by your office, in writing, ten days prior to the end of the month of your desire to cancel any spaces. If, at a later date, a space that had been cancelled is again required, there will be no guarantee that the space will be with the same firm or in the same location. The focal point on this matter for OL will be the External Buildings Operations Branch (EBOB), Real Estate and Construction Division, OL. Any request to terminate leases should be forwarded to EBOB. Correspondence with EBOB should be forwarded to Room 2B07 [redacted] attention [redacted]

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[redacted] If you have any questions, Terri can be reached on extension [redacted]. In addition, you are requested to provide a detailed quarterly report to EBOB on the utilization of these spaces. The information will be compiled in a summary report that will be submitted to the DDA. This report is independent of the DDA requirement for an October 1987 review to determine if provision of additional parking is having the desired effect.

4. Although the Agency has arranged to obtain these spaces and has funded for them, the government will not be liable for any damage, theft, or similar actions against an employee's vehicle. Therefore, it is requested that you ask each prospective permit holder to read, sign, and date the attachment prior to issuing a permit.

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5. Two parking permits [redacted] were provided to your office on 13 January 1987. The parking permits are to be hung from the rearview mirror and must be replaced each month. Parking is available on a first-come, first-served basis; therefore, specific spaces are not assigned. Also, [redacted] parking key cards were provided for after-hours access. Please provide EBOB with the name of your parking coordinator and an alternate. These names will be passed [redacted] as the only individuals authorized to pick up these monthly permits on behalf of your office.

[redacted]
John M. Ray

Attachments:

- A. References A & B
- B. Parking Agreement

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Request for Additional Secretarial Parking
in Rosslyn

FROM:

George V. Lauder
D/Public Affairs Office

EXTENSION

NO.

DD/A Registry

86-2098X

DATE

3 December 1986

TO: (Officer designation, room number, and
building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALSCOMMENTS: (Number each comment to show from whom
to whom. Draw a line across column after each comment.)

ILLEGIB:

Director, PAO

STAT

ILLEGIB

AO/DCI

SSA

EXHIBIT

9 DEC

DDA

10 DEC

STAT

AO/DCI

9.

10.

D/PAO

7000 Hqs

11.

DD/PAO

1016 Ames

12.

D/Oc

13.

14.

15.